

Management System: Real Property Management**Subject Area: Acquisition of Real Property****Procedure: Acquiring Real Property by a U.S. General Services Administration (GSA) Lease for DOE****Issue Date and Revision Number:**
3/5/2015 0**Lead Subject Matter Expert:**
Matthew Reardon**Management System Owner:**
Bud Sokolovich**1.0 Applicability**

This procedure applies to any U.S. Department of Energy (DOE) Element that has identified a need to acquire real property by lease under the purview of the Office of Environmental Management Consolidated Business Center (EMCBC). When general purpose office and related space is needed by an agency for its employees/contractors, such space is normally provided by the U.S. General Services Administration (GSA). Agencies may opt to acquire space using their Delegation of Authority.

Leases may be used to acquire needed special purpose facilities and land. When leasing building space, all leased space must be acquired, designed, and occupied in a manner which meets all legal and regulatory requirements. For detailed reference material, refer to the DOE *Real Property Desk Guide*.

All Federal agencies must follow the budget scoring rules for leases, capital leases, and lease-purchases identified in Appendices A and B of OMB Circular A-11, "*Preparation, Submission and Execution of the Budget*."

2.0 Required Procedure

Step 1	A collaborative effort by the Program and Site Offices along with the Certified Realty Specialist (CRS) develops the requirements and submits the request to GSA.
Step 2	GSA performs and oversees the acquisition.
Step 3	DOE as occupying agency agrees to the solicitation (Request for lease Proposal) as

	concur.
Step 4	DOE participates and gives comments to GSA during a market survey of offerors properties and in the desition to either include or exclude properties from consideration.
Step 5	Upon behalf of DOE, either the Real Estate Contracting Officer or Designee, as stated in the re-delegation of Real Property Authority, enter into an occupancy agreement for the space with GSA.
Step 6	The CRS retains an original signed copy of the occupancy agreement.
Step 7	The Facilities Information Management System (FIMS) Administrator will enter the information in the FIMS database.

3.0 References – Forms/Attachments/Exhibits

3.1 References:

- DOE *Real Property Desk Guide*, dated June 2014
- OMB Circular A-11, Appendices A and B, "*Preparation, Submission and Execution of the Budget*"

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of Technical Support and Asset Management in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent, or Not Applicable)
ADM 03-01-A	Real Property Files – Original Executed Occupancy Agreement and Supporting Documentation	Office of Technical Support and Asset Management	N/A

EMCBC RECORD OF REVISION

DOCUMENT TITLE: Acquiring Real Property by a U.S. General Service Administration

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Document		3/5/2015